

ODP 81-1075
17 August 1981

MEMORANDUM FOR: Executive Officer, DDA

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Directorate of Administration Office Directors
Conference

REFERENCE: Your memo dtd 11 Aug, same subject (DD/A 81-1688)

In response to reference, the following topics occur to me as being of possible interest to the Office Directors when they meet in October:

1. The impact of the NFAC reorganization on the DDA.
2. The DDA long range planning process.
3. Tracking progress toward objectives in the DDA.
4. Update on space allocation.
5. Update on planning for the new building.
6. Improving services of all kinds for personnel located in remote buildings in the Headquarters area.

/s/ Bruce T. Johnson
Bruce T. Johnson

O/D/ODP/BJohnson:ee/17 Aug 1981

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DD/A 81-1688

11 AUG 1981

ODP # 81-1052

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Acting Director of Information Services
Acting Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Information Handling Systems Architect
Acting Career Management Officer, DDA
Equal Employment Opportunity Officer, DDA

25X1 FROM: [REDACTED]
Executive Officer to the DDA

25X1 SUBJECT: Directorate of Administration Office Directors
Conference [REDACTED]

1. As you are aware, the Directorate of Administration Office Directors Conference is scheduled to be held [REDACTED] 1-3 October 1981. Our current plans are to depart [REDACTED] on 1 October during the afternoon and to close out the conference at 1200 hours, 3 October. [REDACTED]

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2. Since we have to have our agenda firmed up by the first week of September, it is requested that you forward suggested topics to me by 17 August. Topics addressed at the last two conferences include:

25X1 1979 - NAPA Report (Fitzwater)
Civil Service Reform Act [REDACTED]
Career Subgroups [REDACTED]
Community Budget and Resources [REDACTED]
Orientation Courses [REDACTED]
Long-Range Planning (Hart)
Security (Gambino)

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1980 - The Directorate of Operations (McMahon)
Directorate Planning ([REDACTED] et al.)
Productivity (McDonald/Sherman)
MI Subgroup and Proposed Expansion (White)
Survivability and Crisis Management (Hart)
EEO Status Report [REDACTED]

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25X1 3. In addition to your suggested topics (and speakers), I welcome any other recommendations you may have regarding the conference. Thanks for your cooperation. ☐



25X1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Officer, DDA
7D-18 Hqs.

EXTENSION

NO.

DATE

11 AUG 1981

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Data Processing
2D-00 Hqs.

2. DD

3. EO

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12.

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Action
Done 8/17